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ABSTRACT

This report expands the planning function of the Maryland State Department of Education's Division of Library Development and Services outlined in the previous report of 1972-73. Overall objectives of the Division are to: (1) provide leadership and guidance for planning and developing state library and information service; and (2) develop statewide public and school library services, library networks, resource centers and other arrangements to meet State library and information needs. The report describes objectives, planning and activities of: (1) a master plan for Maryland libraries; (2) interlibrary cooperation; (3) state library network; (4) public library, school media and institutional services; (5) the State Library for the Physically Handicapped; and (6) the Media Services Center. Tables list statistics for: (1) Maryland public library income and expenditures; (2) public library personnel and construction; (3) public school media centers; (4) allocation and distribution of funding; (5) the State Library for the Physically Handicapped; and (6) the State Media Services Center. (KP)

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Division of Library Development and Services
Maryland State Department of Education, Baltimore, Maryland

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REPORT 1974

Introduction

Report 74 expands the planning function of the Division of Library Development and Services described in *Report 72-73.* It emphasizes staff activities connected with:

- ☐ Planning and evaluation,
- ☐ Extending and improving library services to students
- ☐ Extending and improving library services to the disadvantaged and the unreached,
- ☐ Extending and improving library services to persons needing specialized materials and services,
- ☐ Developing the State Library Network, and
- ☐ Conducting general management and staff development programs for library administrators and for staff in public, school, and other libraries.

The overall objective of the Division is provided in Article 77, § 166 of the *Annotated Code of Maryland:*

> . . . To provide leadership and guidance for the planning and coordinated development of library and information service in the State: (and)
>
> To develop statewide public library and school library services, and library networks, resource centers, and other arrangements as will meet the library and information needs of the State. . . .

Report 74 discusses the work of the Division in planning, in the continuation of high priority programs, and in the conceptualization and initiation of new program plans.

The purpose of programs and activities undertaken during the year is specified by the goals and objectives defined in *Toward Total Library Service: An Action Program for Library Development in Maryland.* In addition, considerable time and effort were devoted to developing a new five-year planning document requested by Governor Mandel — *Master Plan for the Development of Library Services in the State of Maryland 1976-1980.*

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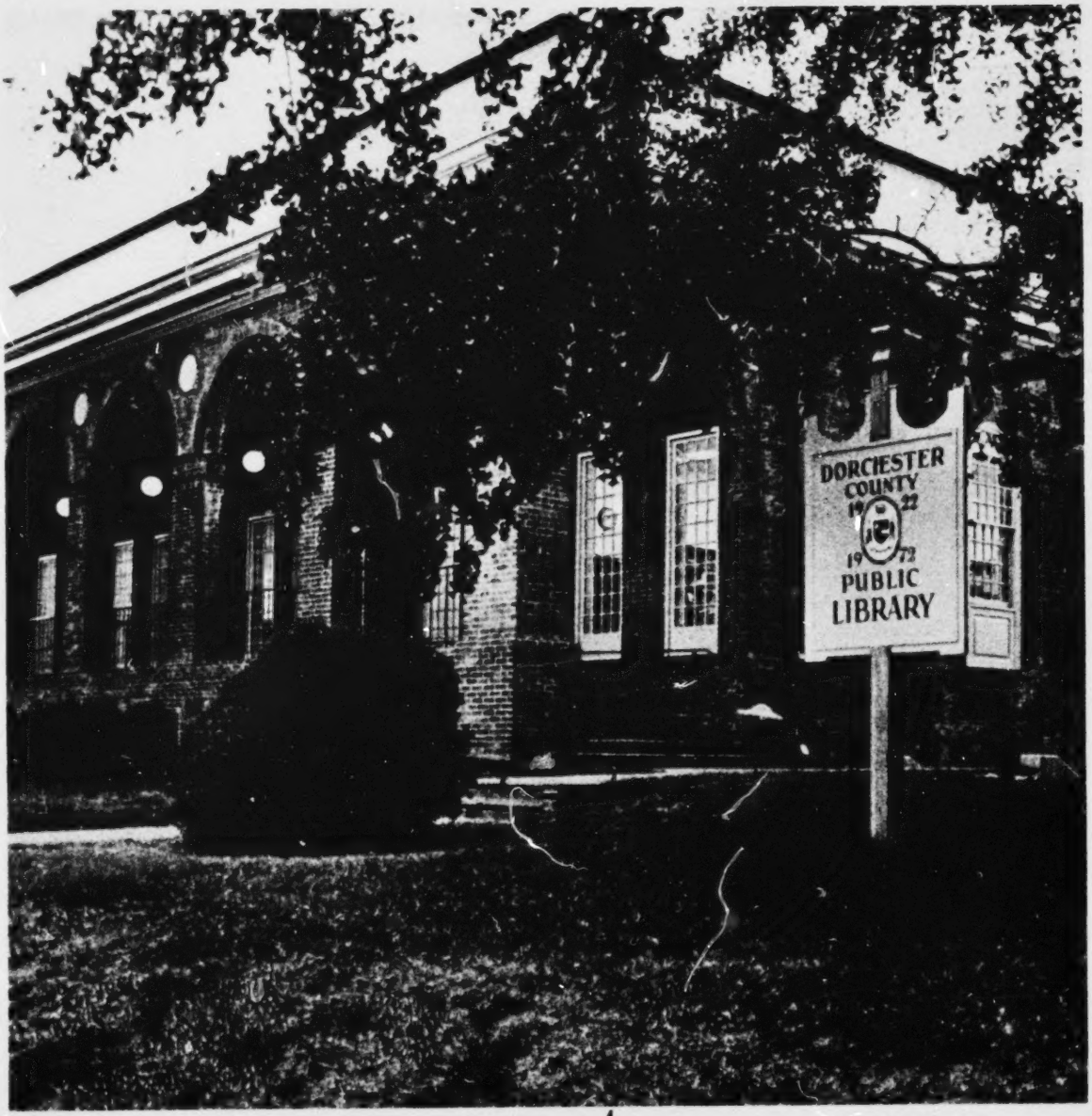


Master Plan

Governor Mandel requested a master plan for Maryland libraries in January 1973. The plan was to provide direction for library development in the state for the next five years and would assist the legislature and State officials in assessing the most efficient and economical means of developing public library service to meet the library and information needs of Maryland residents.

An interagency committee was appointed by the Governor to assist and advise in the preparation of the master plan. The committee members were:

Mrs. Carol Baker, Department of State Planning
Mr. Arthur Blom, Department of State Planning
Dr. Margaret Chisholm, University of Maryland
Dr. Joseph Keimig, Council for Higher Education
Mr. Eugene Lewis, Maryland Advisory Council on Libraries
Mr. Fred Spigler, Governor's Representative
Miss Nettie Taylor, Division of Library Development and Services, and
Mr. Frederick J. Brown, Jr., Chairman, Maryland State Department of Education.

Preliminary to the drafting of the plan, extensive staff time was devoted to an inventory and analysis of library service in Maryland's schools, colleges, and public libraries. The inventory formed the basis for determining needs of libraries, and comparison was made with applicable national and State standards and criteria.

Working papers were prepared by Division staff, by the faculty of the University of Maryland School of Library and Information Services, and by the staff of the Baltimore Regional Planning Council. The Maryland Council for Higher Education compiled the section on academic libraries.

The Interagency Committee determined that the plan should delineate a program that would:

- Meet the library and information needs of the state,
- Assure convenient access to library resources throughout the state and,
- Provide for the most effective and economic utilization of library and information resources.

A document was drafted that included the Committee's concerns as well as the concerns developed in the working papers. The draft and subsequent revisions were reviewed by the Interagency Committee, by public and school library officials and administrators, and by State and regional library groups and associations. Their review helped to strengthen and direct the published report. The Division of Library Development and Services was responsible for the writing and preparation of the final manuscript.

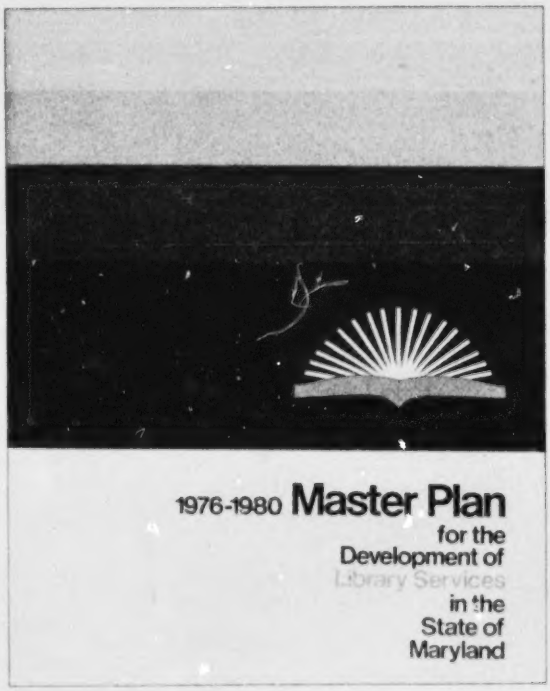
Review and approval of the developed *Master Plan* occurred in the fall of 1974. The *Plan* was approved by the Interagency Committee, the Maryland Advisory Council on Libraries, the Maryland State Board of Education, and the Maryland Library Association. The published report was approved by Governor Mandel in December 1974.

The *Plan* recommends:

1. A strengthened statewide public library system through: increased State and local funds, improved planning to identify and meet library and information needs of users, and new types of programs and materials to serve persons with special informational, cultural, and educational needs;
2. A State Library Network that can fill the need for technical, research, and specialized information through: increased resources and services of the Regional and State Library Resource Centers, maximum utilization of other major library resources, more detailed planning and evaluation, and the development of bibliographic data bases;
3. Increased interlibrary planning and services at local, regional, and State levels in order to achieve economy of effort and maximum access to all library materials and services available in the state; and
4. Improved school media services at the school system level and, as a part of the State Network, to serve needs of education personnel, and increased resources of materials and supportive staff in individual schools to serve needs of all types of students.

The *Master Plan* also places responsibility on the Division of Library Development and Services for implementation of the recommendations through leadership and planning, the development of standards, guidelines, and criteria for networks, cooperative programs, public and school library services. It also requires studies, consultative assistance, evaluation, inservice education, and the dissemination of information.

Implementation of the recommendations of the *Plan* will form the basis of the programs and activities of the Division of Library Development and Services in the next five years.



Interlibrary Cooperation

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Objective: *To stimulate the development of cooperative and coordinated programs among libraries that will provide new or enriched services or more effective use of available resources*

State programs and activities included publications, institutes, grants for cooperative programs, and staff assistance and support of local and regional projects.

A. Interlibrary projects continued to receive priority in utilization of Federal Library Services and Construction Act (LSCA) funds. Even though 1974 was a year federal funds were impounded, and limited amounts were released to the states in time for expenditure in the year, the State continued its supplementary support of the Maryland Materials Processing Center in Salisbury with an LSCA grant of $15,000.

The Center, which orders and processes books and recordings for 19 public library systems, ordered, processed, and delivered 89,145 items at a total cost of $105,464 in 1974. The library systems pay $1.50 per item for this service. During the year, the head of the Technical Services of the Baltimore County Library was requested by the Division of Library Development and Services to study the Center's operation. The staff of the Division also studied alternative methods of providing technical services to the public libraries. Discussions were held with the Center's Advisory Committee. It was determined that the present operation was the most economical method, but that investigation of possible consolidation with a larger processing system should continue.

An LSCA grant and staff assistance were given to the Southern Maryland Regional Library for the preparation of a union catalog of holdings of the Charles County Public Library and the Charles County Community College and for the daily delivery and interlibrary loan of materials among the public, school, and college libraries in Charles, Calvert, and St. Mary's Counties.

B. Cooperative Workshops and Institutes

The Division through an agreement with the University of Maryland, School of Library and Information Services, funded an institute on Cooperative Relationships Among Libraries, October 24-26, 1973. Planned and conducted by Dr. Michael Reynolds, the institute was attended by 30 public, academic, and school librarians.

The Library Division also funded and assisted in planning a Community Services Institute held at the University of Maryland in April and May 1974.

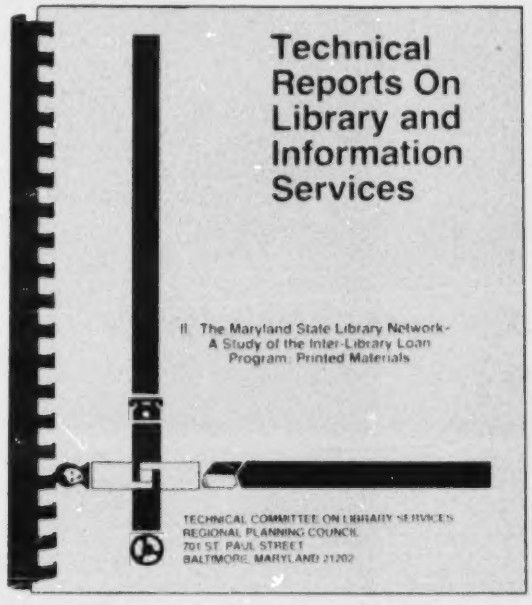
The Institute was concerned with library services for the total community. It attempted to help librarians overcome barriers to service by describing communication techniques, effects of non-verbal communication, and methods of community analysis. The institute was attended by approximately 30 public and institutional librarians.

C. Librarians' Technical Committees of Baltimore Regional Planning Council and Metropolitan Washington Council of Governments.

Continuing staff assistance and financial support were given to the Metropolitan library planning efforts of the Baltimore Regional Planning Council and to the Washington Council of Governments. Library planner positions in both regional planning councils were supported with State and federal funds available for metropolitan cooperative library service programs as defined in the library laws. The director of the Division of Library Development and Services is a member of the Librarians' Technical Committee of both councils. The committees are composed of representatives of public, academic, school, special libraries, and other agencies of the region. Planning activities are designed to bring about better coordination and utilization of resources of the libraries of the region. The technical library studies and reports of the Baltimore Regional Planning Council will be particularly useful in the development of the State Library Network and its services to the Baltimore region.

D. A Guide to Specialized Resources in Maryland Libraries was produced through joint efforts of the Division of Library Development and Services, the Council for Higher Education, the Baltimore Chapter of Special Libraries Association, and the Baltimore County Public Library and was published and distributed by the Maryland State Department of Education. The *Guide*, edited by Richard Parsons, identifies the subject strengths and special collections of Maryland libraries of all types in academic, government, business, public, and specialized fields. It provides information on policies governing access to these collections by the public. It was designed to assist all libraries in directing patrons to other sources of material and to securing material on loan from other libraries. The publication is dedicated to Miss Isobel Lynch, a former staff member of the Division of Library Development and Services, whose initial work on the publication make this project possible.

E. The development of a working draft titled **Procedural Guidelines for Combined School/ Public Library for the Total Community** was followed by staff discussions with public and school library administrators. The *Guidelines* was used as a basis for planning discussions between public library and school officials in Carroll County for joint facility planning in the new North Carroll High School. The Assistant Directors for Public Library and School Media Services were members of the Carroll County committee which met regularly throughout the year in an attempt to resolve problems in the planning of a joint facility. In this case the results of these efforts were negative and the attempt to combine facilities was abandoned.


Technical Reports On Library and Information Services
II. The Maryland State Library Network- A Study of the Inter-Library Loan Program: Printed Materials
TECHNICAL COMMITTEE ON LIBRARY SERVICES
REGIONAL PLANNING COUNCIL
701 ST. PAUL STREET
BALTIMORE, MARYLAND 21202

State Library Network

Objective: *To provide all library users access to the specialized library resources in the state through a planned coordinated statewide library network*

In 1974, the State Library Network composed of the regional library resource centers, the State Library Resource Center (Central Enoch Pratt Free Library), and the McKeldin Library of the University of Maryland provided the main elements of the network system. Public library systems, the McKeldin Library, and the library of Frostburg State College are connected by teletype; other institutions forward requests by either mail or telephone. The network is the nucleus of a major system for coordinating library services in the state for the maximum benefit of citizens needing specialized information and resources.

Division staff activities included network planning and evaluation, preparation and justification of budget requests for State funding, publications, field visits, and conferences.

To provide public information on the network services, the State published the brochure *The Right To Request and Receive*. This was distributed in quantity to all libraries and agencies throughout the state.

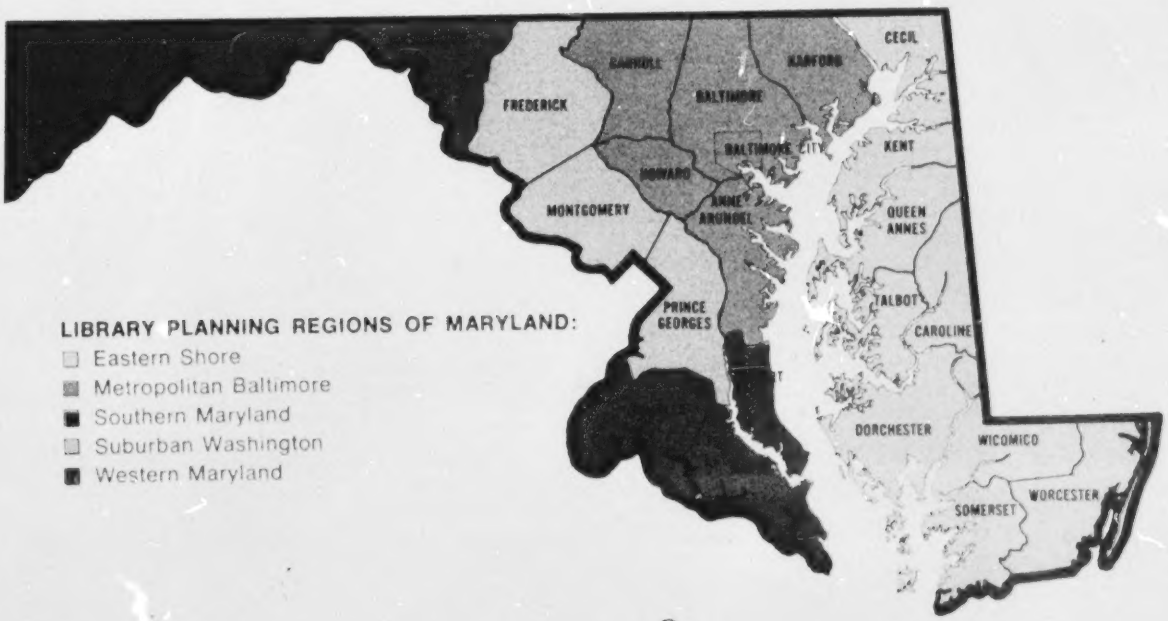
A description of activity in the regional library resource centers and the State Library Resource Center (major components of the Network) follows the map which shows the regional divisions used for library planning.

Regional Library Resource Centers

Objective: *To ensure that library and information services and resources are adequate to meet needs. . . . To ensure that all library resources in the state are accessible (either directly or through a network) to every citizen in the state*

Fiscal Year 1973 marked the first year that the State was responsible for the funding of regional library resources centers. With the assumption of State funding, the Division of Library Development and Services assumed responsibility for developing guidelines and criteria for the administration of the centers. Division staff worked with committees composed of librarians and trustees from county libraries within the regional service areas in formulating guidelines and establishing advisory boards as required by law.

During Fiscal Year 1974, implementation of the guidelines was continued and regional resource center committees, composed of librarians and trustees assisted by the Assistant Director of the Public Library Office, prepared and



submitted their first annual and long-range plans. The survey of Western Maryland library users and non-users which had been funded with LSCA funds in the previous year was completed during Fiscal Year 1974, and the preliminary results were incorporated into the Western Maryland Regional Resource Center's plans. The Eastern Shore and Southern Maryland regional resource centers were encouraged to collect planning information needed to submit applications for possible funding of needs assessment projects in Fiscal Year 1975.

Criteria for collection development, services, and interlibrary cooperation at the regional level were developed by a committee of librarians and trustees, assisted by Division staff, and incorporated into the *Master Plan for the Development of Library Services in the State of Maryland.*

The Eastern Shore Regional Library Resource Center emphasized the integration of the regional library and host library collections, following guideline recommendations to provide direct access to regional materials. More than 375 16mm films were added to the Eastern Shore Regional Library collection. Requests from the eight county libraries for 16mm films increased by 53 percent over the previous year to a total of 9,949. In Fiscal Year 1974, approximately 75 percent of 16mm films requests from libraries in the area were filled at the regional level. Requests for print materials increased to a total of 13,436. Approximately 45 percent of the requests for print materials were filled by the regional library. The Eastern Shore Regional Library Resource Center emphasized inservice training activities and conducted eight workshops during the year, including training in reference materials and 16mm films. Cooperation with other types of libraries was promoted through inservice training programs for public school systems, juvenile book selection meetings, and an arrangement with the Salisbury State College Library to make available, through the interlibrary loan network, their collection of materials in the field of education.

The Southern Maryland Regional Library Resource Center emphasized interlibrary cooperation activities during Fiscal Year 1974. A union list of the holdings of about 85 percent of the materials of all types of libraries in the region was set up in a central location (the regional library). A daily delivery service, previously funded by the Division with LSCA funds, continues to facilitate the working of the regional network. Requests for print materials from the three county libraries served totaled approximately 5,700, of which approximately 25 percent were filled at the regional level. Inadequate staff to handle subject requests and a delay in the development of a stronger periodicals collection resulting from a lack of space contributed to the low rate of filling requests. Inservice training workshops were conducted in the areas of reference materials and A-V equipment. The Southern Maryland Regional Library Resource Center also emphasized its services to the disadvantaged through its Lodestar project. The Lodestar project, established with LSCA monies, reaches people through the use of a mobile van, deposit collections, agency contacts, and group programs. Statistics for the first half of the fiscal year indicated that an estimated 3,500 people had been reached, which was well along the way toward reaching the targeted 5,700 for the year.

The Western Maryland Regional Library Resource Center, after an analysis of the preliminary data from the user/non-user survey *(Moving into the Future)*, emphasized the development of a strong public relations program. The survey report showed that the public lacked knowledge about the services of public libraries. The county libraries served by the Regional Center requested the establishment of a regional public relations program. In addition to using booklists and posters, mass media were utilized with 87,000 newspaper inserts and 187 radio announcements being provided. Preliminary evaluations of the effectiveness of the program in reaching people suggested that it was successful. A more thorough evaluation is planned for the future. Requests for print materials increased by 16 percent over the previous year to a total of 6,700. Approximately 60 percent of requests for print materials were filled at the regional level. Requests for 16mm films increased by 35 percent over last year to 1,327 with 83 percent of the requests being filled by the regional library. Lack of regional staff precluded inservice training in the area of public information (based on county administrators' priorities resulting from an analysis of the survey report) and was deferred to Fiscal Year 1975. Interlibrary cooperation activities in Fiscal Year 1974 included an arrangement with the Washington County Board of Education for joint purchasing of supplies and film inspection and maintenance as well as participation in the Regional Educational Service Agency.

State funding of regional resource center programs increased by 28 percent, from $237,535 received in Fiscal Year 1973 to a total of $304,000 in Fiscal Year 1974.

Inadequate space to conduct services, a problem for the regional centers, was most acute at the Eastern Shore and Southern Maryland regional libraries. Special attention was given to the need for expanding the Wicomico County Library building to serve as the regional resource center for the Eastern Shore. The Specialist in Public Library Facilities made studies of space needs and developed preliminary plans for a 22,000-square-foot addition to the library. Negotiations regarding site acquisition and county and State funding commitments were proceeding. A detailed analysis of space needs for the regional libraries is given in Section V of the *Master Plan for the Development of Library Services in the State of Maryland.*

With the increase in regional library activities based on the county libraries' demand for services and with the Division's legal responsibilities to make studies, evaluate service effectiveness, and establish standards and criteria, the position of Specialist for Regional Library Development was established in the Division during Fiscal Year 1974.

State Library Resource Center

The Central Enoch Pratt Free Library in its designated role as the State Library Resource Center is the hub of the State interlibrary loan network, the backup for public and regional libraries in the state, and the link between public and academic library loan services. It provides direct personal access to its collection for anyone in the state as well as telephone reference service and all other services to residents of Baltimore City.

Reorganization of the central services of the Pratt Library has put all the State Library Resource Center functions under the new Head of the Central Library, John Burgan. Functions included are the County Services Office and the Films Department.

By provision of State law, the Maryland State Department of Education may request State funds to support the services of the State Library Resource Center to the people of the state. The State also has the responsibility to evaluate the services provided and to provide the planning, development, and expansion of the program.

In 1974 the State provided $640,000 for the support of the State Library Resource Center, $200,000 for State lending services, and $440,000 for general reimbursement of overall services. In addition, Grants of LSCA funds were made to Baltimore and Montgomery Counties to support daily pick up and delivery of requested material to the public libraries in Anne Arundel, Baltimore, Carroll, Frederick, Howard, Montgomery, and Prince George's Counties.

The State Library Resource Center in 1974:

Received	55,792 requests
Loaned	28,689 materials
Loaned	18,040 films
Referred	10,637 requests to the University of Maryland

The University of Maryland

Loaned	5,210 materials

Studies of the State Library Resource Center interlibrary loan services were conducted by the Baltimore Regional Planning Council at the request of the State. The findings show that a major portion of the requests was for materials published within the past ten years, that a large percentage of requests not filled were not owned by the State Library Resource Center, and that the percentage of requests that were filled decreases for recently published material.

A study was also made of the use of the Pratt Central Library and the nature of its clientele. "In-person" users number about 500,000 annually. Some 26-30 percent of these live outside Baltimore City, primarily in Baltimore County, but all areas of the state were represented in the sample. The largest group were professionally employed adults (30 percent) and college students (22 percent) who use this library, rather than one more convenient to them, primarily because of the size and extent of its collection. These studies support findings of earlier studies that the clientele of this special central library differs from that of smaller public libraries.

The State Library staff, with the cooperation of the State Library Resource Center County Services staff, held three regional workshops on interlibrary loan policies and procedures in order to improve procedures and to provide more rapid services. In addition, a series of monthly workshops was held in the Pratt Central Library for public library personnel from other systems. Since 42 library staff attended these meetings, continuation of the information and training sessions will help to improve the efficiency of the interlibrary loan system.

Studies were undertaken by Division staff covering the need for an addition to the Pratt Central Library building necessary for its role as the State Library Resource Center. These studies formed a basis for the recommendation in the *Master Plan* and also for more immediate discussion and action.

In order to provide an avenue for continuous input from libraries in the state on the planning and development of services at the State Library Resource Center, the State Superintendent of Schools appointed an Advisory Committee of public, academic, and school librarians. The findings of the Committee will advise the State Department of Education and the Enoch Pratt Free Library on needed services and resources. The Committee will give immediate attention to the broader involvement of academic libraries in the Network.

Committee members are Mr. Thomas Edward Strader (Chairman), Mr. Charles Blank, Mrs. Elizabeth Carroll, Mr. Norman Finkler, Mr. Edward Hall, Mrs. Fred Horsley, Jr., Mrs. Katharine Hurrey, Miss Mary Ellen Kennedy, Mrs. Cora Kenney, Mrs. Leah Nekritz, Mr. Charles Robinson, Mr. Howard Rovelstad, Mr. David Stam, Miss Jean Anne South, Mrs. Nancy Walker, Mr. John Zimmerman, Miss Nettie B. Taylor, Miss Stella M. Loeffler, Mr. David R. Bender, Mr. Edwin Castagna, and Mr. John Burgan.

YOU ARE HERE
BUT IF WE DON'T HAVE WHAT YOU NEED, WE WILL GO HERE
or to the REGIONAL RESOURCE CENTER in HAGERSTOWN
TO GET THE INFORMATION AND MATERIALS YOU NEED
IT'S FREE! And you can get Films, Filmstrips, Slides, Records, Cassettes, Books or Information. JUST ASK US.

Public Library Services

Objective: *To assure that public library resources are adequate and appropriate to meet diverse library and information needs. . .*

Many of the major needs emphasized in library studies for the preparation of the *Master Plan* were receiving staff attention in planning and programs.

During 1974 Maryland standards for public libraries were formulated by the public library staff with assistance and review from librarians in the state. National trends and needs as well as the unique library picture in Maryland served as the basis for realistic standards for services, collections, staff, facilities, and special programs.

Proposals to revise the *financing* laws governing State and local funds for public library operation were developed and discussed with local and State officials. The Maryland Library Association, the Maryland Advisory Council on Libraries, and other groups approved an increase to $6.00 per capita in the minimum support program with at least 40 percent support provided by the State.

A public information brochure *The Public's Library* was produced and distributed widely throughout the state in order to inform the public on the delivery of collections and services offered by Maryland public libraries.

LSCA Programs Revised

The status of the Library Services and Construction Act funds was uncertain because of impoundment suits and delays in the release of the total funds. As a result, ongoing projects were continued, but no new projects were funded. The five ongoing projects are briefly described below. It is significant to note that they are all in their second year of operation and that the local library systems are presently assuming a share of the operating costs.

Two projects focus on providing adequate library service to inmates of correctional institutions. "Outreach to Inmates" is a project oper-

ated by the Enoch Pratt Free Library and is designed to establish a library in the Maryland State Penitentiary to demonstrate the validity of service to meet the recreational, educational, and rehabilitative needs of the inmates. "Library Project, Maryland House of Correction" is a project operated by the Division of Corrections to provide suitable and attractive physical facilities and to develop suitable library services under the supervision of a professional librarian at the Maryland House of Correction, Jessup.

The three additional projects involve providing service to identified disadvantaged populations in three of Maryland's rural counties. "Community Center Libraries" is a project operated by the Ruth Enlow Library in Garrett County. The project involves community services in four sites spread throughout the County and deposit collections as well as follow-up service on a weekly basis to two boys' forestry camps, two nursing homes, and the county jail.

In Southern Maryland, "Lodestar" is a project to bring special library materials and crisis information to isolated and homebound adults. It utilizes a van type vehicle equipped with a special collection of materials and performs referral service for persons who require additional county or other agency services. In Easton, the Talbot County Public Library is operating a project to serve citizens isolated from traditional library services. The "Talbot Outreach Project" operates from a community action agency building. It serves parents of Head Start and day care children, basic adult education students, senior citizens, Job Corps trainees, and others.

In addition, LSCA funds were used to support:

- Teletype costs of State Library Resource Center services
- Fifteen percent of costs of library service to physically handicapped
- Staff development programs of DLDS and grants to public libraries to support participation in other workshops and institutes
- Maryland Materials Center
- Regional library resource centers — film collections.

Based on needs expressed by the Public Library Administrators and the LSCA Advisory Committee, as well as analyses of data in the *Master Plan* studies, the LSCA State Plan was revised to reflect new program and staff needs. The revised plan provides for project grants for: long-range planning, cooperative and innovative community service programs, collection improvement staff development, and development of services to the disadvantaged and groups with special needs. The revised plan was discussed by public library staffs and revised in the light of recommendations received. Guidelines, procedures, and other plan submission information were developed. The new plan will be in effect in 1974-75.

Continuing advice and assistance were provided to boards of library trustees in the process of selecting a director and formulating policy and evaluating programs, and to directors and boards in confronting problems in administration, budget, policy, and personnel.

Serving Special Needs

Objective: *To develop public library services and programs that will reach and serve the library and information needs of the educationally and culturally deprived and those with other handicaps*

A considerable expansion took place during Fiscal Year 1974 in the area of library service to the homebound, the geographically isolated, the under-educated, and other special groups as a result of the Division's activities and concern in this area.

Baltimore County Public Library created a full-time position to provide library services to the institutionalized in the county including nursing homes, jail, and State residential facilities. Through the use of the Merrymobile, a small mobile unit, they have greatly expanded these services.

A project idea developed at a workshop on library services to the disadvantaged resulted in expanded volunteer services to nursing homes in Carroll County. A staff person to coordinate and train volunteers was assigned to the program half-time, thus enabling the service to expand and be put on a firmer, more professional basis.

The volunteer program at Prince George's County Memorial Library, started initially with LSCA funds, was fully funded by the County. This unique and carefully organized system of volunteer use has been effective in extending many aspects of library services. Depending on interest, background, and training, volunteers are assigned to staff members to assist in children's programming, reference work, or clerical duties. Some volunteers work with the handicapped or take library services to senior citizen homes. By providing careful supervision and training, the Prince George's County Memorial Library has had considerable success using the new concept of "hiring the volunteer" for specific responsibilities based on the needs of the library and the potential of the volunteer.

A workshop, "An Old Concept With New Potential: Volunteers in Libraries," held in June, was designed to explore the concept of "hiring the volunteer" in library settings. Nearly 80 public, school, and institutional librarians as well as volunteers and volunteer coordinators from other agencies participated in discussions with resource people from the National Center for Voluntary Action, Maryland Cooperative Extension Services, Voluntary Action Center for Central Maryland, Prince George's County Memorial Library, and other agencies.

The library as a source of information for and about the community gained more importance as public librarians began to look more closely and explore their information and referral role. Southern Maryland Regional Library Association, with the leadership of the LSCA funded Lodestar, began to work with other community agencies to develop an information and referral capability. Baltimore County, responding to the results of the Regional Planning Council study on metropolitan information needs, began to consider seriously its role as an information-switching or transfer agency. The Director of the Talbot Outreach Program, another LSCA funded project for the disadvantaged, was a leader in the formation of an agency directory for information and referral purposes of social agencies in Talbot County.

Meetings were held between the Maryland Health and Welfare Council and the Division of Library Development and Services on potential projects and developments of a cooperative nature in this area. Prince George's County Memorial Library's Community Library Information Center originally developed with LSCA funds continued to prove its role as a basic element of library services in the Fairmount Heights area of the country. More and more, the library's role in providing information for citizens, whether it comes from books, agencies, individuals, films, posters, or any other source, became an important consideration.

A workshop on library services to the hearing impaired was held in June in order to assist public librarians to be aware of the needs and develop appropriate services for this special sub-group in their communities. Resource people from Gallaudet College, the National Association for the Deaf, the Maryland Association for the Deaf, and the Maryland School for the Deaf made presentations during the first day on the educational, sociological, psychological effects of hearing impairment. Video tapes prepared by Gallaudet College and several TV studios and lessons in signing were part of the evening program. The second day dealt with library responses to the needs of hearing-impaired people. Nearly 50 librarians from around the state attended this concentrated and intense workshop.

The continued funding of the six LSCA projects for the disadvantaged was based on an evaluative procedure utilizing LSCA Advisory Committee members and other knowledgeable people. Evaluation teams consisting of a DLDS staff member, a representative of the LSCA Advisory Committee, a knowledgeable librarian, and/or a non-library agency representative visited each of the projects. These teams were given the responsibility of determining the extent to which each project had accomplished its stated objectives. The reports of the evaluation team provided a basis for the decision to fund or not to fund the project for the second year. Perhaps, more important was the contribution made by the evaluators as they asked questions of the project staffs which enabled them to look at their programs more critically and creatively.

Objective: *To assure the provision of programs of staff development and continuing education to public library personnel*

A wide range of staff development programs is needed in order to strengthen the general service programs in public libraries. In addition to those workshops and conferences addressing special needs described elsewhere in the report, the public library specialist in staff development devoted special attention to the following areas:

1. Evaluation of the cooperative training program for associate librarians
2. Local and regional workshops in Baltimore County, Montgomery County, and Southern Maryland on reference services, supervision, and new media
3. Development of collections of non-print materials.

Included in all these activities was the utilization of new media as a part of the staff training processes and exemplified by the use of video tapes for case study and playback. Further experimentation using media in staff development programs is underway.

The library associate training program has been modified and reorganized to accommodate recommendations made by participants and administrators. The revised program will be administered by the public library systems in

the metropolitan region on an ongoing basis. The Division will continue to provide some financial support through LSCA I funds but will not be directly involved in the planning and administration of the program. This will allow the DLDS to concentrate its continuing education efforts on other needed areas of professional staff development.

The Division published *Cooperative Training Programs for Associate Librarians in Maryland*, a study with recommendations produced for Maryland by Dr. Philip Clark of Rutgers University.

Public Library Facilities

Objective: *To ensure that every citizen has a conveniently accessible library facility adequately designed and equipped for his use*

To assist in the planning of adequately designed facilities, a survey of present space in all existing public library facilities was completed. A working paper was prepared on space needs of the State Library Resource Center (EPFL Central).

Plans were developed or revised for public library building programs in Allegany, Baltimore, Caroline, Calvert, Carroll, Charles, Dorchester, Frederick, Howard, Kent, Prince George's, Talbot, Washington, and Worcester Counties. Fourteen new, renovated, or expanded facilities opened in:

Baltimore City (Enoch Pratt Free Library)
- ☐ Morrell Park Library Center (new)
- ☐ Hampden Library Center (renovated)
- ☐ St. Paul Street Branch (renovated)
- ☐ Keyworth Avenue Library Center (renovated)
- ☐ Lafayette Square Library Center (new)
- ☐ Clifton Library Center (renovated)

Baltimore County Public Library
- ☐ Rosedale Area Branch (new)
- ☐ Towson Area Branch (new)

Calvert County Library
- ☐ Headquarters — Prince Frederick (expanded)

Caroline County
- ☐ Federalsburg Branch (adapted new agency)

Cecil County Library
- ☐ Headquarters — Elkton (addition)

Dorchester County Public Library
- ☐ Headquarters — Cambridge (new)

St. Mary's County Memorial Library
- ☐ Headquarters — Leonardtown (Tudor Hall) (renovation)

Washington County Free Library
- ☐ Boonsboro Branch (renovation)

The specialist in library planning and facilities cooperated in arranging the floor plans for the Maryland House of Correction and reviewed plans for academic library facilities at Bowie State College and Dundalk Community College.

School Media Services

Objective: *To ensure that students in Maryland have library/media resources and services to support educational objectives*

Maryland applied Elementary and Secondary Education Act funds to the overall accomplishment of the objective. Staff was involved in the development of selection policies and guidelines at the local education agency level. An additional result of the policy development was the formulation of a suggested form for the reconsideration of media.

Workshops supported by Mini-Grants were conducted on the subject of materials utilization. In connection with equipment, the "utilization" portion of the *Guidelines for the Selection and Use of A-V Equipment* was released.

Materials provided through Special Purpose Grant programs have supported in-depth instructional programs in specified subject fields. These projects have contributed to the improvement of educational quality and opportunity in the following ways:

- Acceleration of the development of unified programs of print and nonprint resources and services in the schools
- Support for school programs of innovative curricula and instructional techniques
- Demonstration of superior media programs
- Promotion of local interest in and support for school media programs.

Objective: *To ensure the coordination of planning and activities with those of other units of the Department of Education and with priorities of the Department*

The plans, programs, field visits, publications, and other activities of the School Media Office were focused around the stated objectives.

I. *The Improvement of Reading*, one of the State priorities, was addressed both in Division programs and in cooperation with other units of the Department of Education.

Development of the ITV Reading Series, an interdepartmental effort, is being written to stimulate and motivate students toward reading appreciation and the development of reading skills. Library staff, both State and local, participated regularly in the planning, content development, and selection of materials. Drafts of bibliographies, pilot program preview and review, and continual evaluation and development of the four-part series were on-going activities during the year.

Staff assisted in the State Reading Institute program and held two regional reading workshops with media personnel in Frederick and in Talbot Counties.

A State workshop on Selection and Censorship was held for media and administrative personnel from the local school systems and a cooperative institute on Utilization of Instructional Television.

State criteria for the use of ESEA II funds for school library resources stressed reading as one of the priority areas for selection of material. Seventeen local school systems utilized 48.6 percent of ESEA II funds to purchase materials designed to improve reading.

II. Selection and Utilization of Materials Relating to Ethnic and Cultural Minorities, another State priority, continued to receive emphasis in programs and staff activities. Four regional workshops were held for school media and public library personnel and other educational staff. The proceedings of these meetings were produced and distributed. Staff visited and assisted local school systems to develop guidelines and criteria for selection of materials and the full utilization of ethnic and cultural materials in all relevant parts of the curriculum.

Local school systems expended 8.5 percent of ESEA II funds for the purchase of materials on ethnic and cultural minorities.

III. Development of the *Master Plan* required the collection and analyses of data on school media collections, staff, facilities, and central services. These analyses, requiring extensive staff time and assistance from other units of the Department, formed the bases for the recommendations in the *Master Plan* for further improvement of school media services.

A need was identified for concrete local planning and analysis and policies and funding for differentiated staffing for media services. The development of system level services had begun to be addressed in 1974 through field visits and conferences, state workshops for media supervisors and other administrative personnel, and the publication or distribution of materials on these topics.

The study of school media facilities data and an increasing concern over the design and

utilization of media facilities in open-space schools led to increased cooperation with the Interagency Committee on School Construction and the formation of a task force to develop criteria and guidelines for school media facilities. In addition, staff assisted local school systems in participation in and planning and financial support for workshops on media services in open-space schools in Garrett and Caroline Counties.

Federal Program Administration

In 1974 the School Media Office assumed responsibility for the administration of the NDEA III National Defense Education Act. This program, transferred from the Division of Compensatory, Urban, and Suplementary Programs, will allow for greater coordination in the selection of materials and equipment since this office also administers the ESEA II, School Library Resources, Elementary and Secondary Education Act. In addition to the development and implementation of the policies, guidelines, procedures, and the project approval, record-keeping and reporting required in the administration of these programs, the three staff specialists assigned to the federal programs area consult with and advise local systems in the most effective utilization of funds and in evaluation of the contribution of the materials to the curriculum.

The Media Services Office continued its inservice education series for system level school media staff through the workshops described previously and the publication of *Issues in Media Management* and the distribution of packets of materials relating to school library management and services. The Advisory Committee to the school media office held six meetings during the year with the staff to assist in determining programs and activities.

Institutional Services

Objective: *To ensure that those (persons) confined to State institutions have library services to support the achievement of their educational, rehabilitative, and individual objectives*

The Specialist in Institutional Services has provided assistance in selecting and evaluating materials for purchase and conducted field visits to assist with planning and to develop individual institutional library programs.

Working through the Specialist in Institutional Library Services, the Division of Library Development and Services has assisted the Department of Public Safety and Corrections and the Department of Health and Mental Hygiene in coordinating library service programs and has assisted individual librarians with their operations.

Establishment of a Library Coordinator position in the Department of Health and Mental Hygiene is an agreed upon necessity. Funding for the position requires further exploration. The Division Specialist has worked directly with the following institutions to provide needed assistance and consultant service:

Clifton T. Perkins State Hospital — *materials selection and program development*

Crownsville State Hospital (Winterode) — *book selection, program development, staff training*

Eastern Shore State Hospital — *development of program and policies and encouragement of interlibrary cooperation with Dorchester County Public Library and the Dorchester County Public Schools*

Maryland Children's Center — *reestablish a library*

Maryland Training School for Boys — *reorganize library, development of staff, materials, and program*

Rosewood State Hospital — *reorganize the library.*

Visits were also made to Boys Village and Henryton State Hospital. Evaluation teams assessed the operations of the Regional Institute for Children and Adolescents and the Montrose School.

A major step in ensuring library services for persons in correctional facilities was the appointment of a Library Coordinator in the Division of Correction. Library services in the Division of Corrections as coordinated by Ms. Brenda Vogel are designed to provide quality library services to men and women incarcerated in Maryland correctional institutions. Objectives established to meet this goal include the provision for personnel, funding, staff support, and training. Additional objectives involve the use of available community information and resources, the encouragement of inmate use (and ascertaining of need information), and establishing permanent library positions for each institution.

An Institutional Library Workshop was held June 10, 1974. It involved participants in considering service from the point of view of an inmate, in discussion and examination of high interest/low vocabulary print materials, and in learning about ESEA, Title I, Institutional Library Programs provisions and procedures.

Cooperating staff of the Division of Library Development and Services assisted the Institutional Specialist in planning and offering service to institutions, and School Media Office personnel assisted in monitoring ESEA allocations to improve the number, types, and quality of media provided through the program.

State Library for the Physically Handicapped

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Objective: *To ensure that the visually and physically handicapped residents of the State have specialized services to meet their library and information needs*

Patrons of the Library are individuals from all walks of life, old and young, and from all socio-economic and occupational groups. They use the services of the Library on an individual basis or through deposit collections in schools, nursing homes, hospitals, public libraries, and other agencies such as Senior Citizens groups and Community Action agencies.

The Library is open to the public on a regular basis, five days a week. A majority of patrons use the mails to transact their library business. This enables the staff of the Library to serve the entire state from a central location, while also providing the availability of a walk-in service near public transportation in a large metropolitan area for those who choose to come in and browse.

Workshops were conducted for the Eastern Shore, Metropolitan Baltimore, Southern and Western Maryland Regions concerning the use of deposit collections. Representatives of a variety of social agencies — performing counseling, teaching, and referral services — were brought together to evaluate the use of deposit collections and to see and learn about the equipment and materials available through the Library to meet the specialized needs of their clients.

Media Services Center

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In providing print and nonprint materials for Maryland educators in public, private, and parochial schools as well as for the professional staff of the Maryland State Department of Education, the Media Services Center adds dimension to the first of the Division's goals:

> To ensure that all residents of the state have library and information services that will meet individual and community needs.

A significant improvement in the Center's operation was accomplished by filling the position of Audiovisual Technician. The Technician has facilitated the use of the media collection by organizing the equipment and by maintaining and overseeing its distribution.

The improvement in access to the equipment reflected a general improvement in establishing efficient systems in the Center and a broadening of the scope and quality of the service. Part of this was made possible by the publications of the Center. Specifically, *Guide to Audiovisual Equipment* which defined the equipment available in the Media Center, indicated the accessories available for use with the equipment and specified the borrowing procedures.

Maryland Curriculum Materials Developed 1971-1974 facilitated access to curriculum material by listing (according to subject) curriculum materials developed in the local school systems from 1971 up to November of 1974. The materials are available as a part of the Center's collection, and this service has encouraged communication within the state and has fostered an awareness of the Center, itself.

Several special collections were added in Fiscal Year 1974 including: □ Samples of multiethnic materials currently available; □ Newbery-Caldecott Medal books; □ Special library reports.

Publicity at workshops and through personal contact assisted in increased use of the ERIC collection. As noted in the statistical summary, interlibrary loan of the microfiche has increased from zero in 1973 to 117 requests filled in 1974.

Additional funding through ESEA, Title V, helped the Center expand its equipment. Video capabilities were expanded by the purchase of a Portapak (portable videotape system) and a Videotape Recorder with editing capabilities.

Statistics

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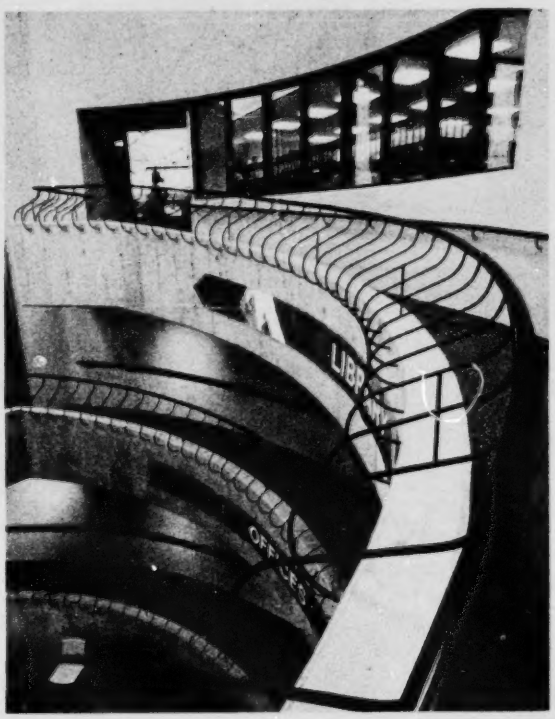

Table I
Statistics of Maryland Public Libraries: 1973-1974

Local Systems	OPERATING INCOME					AMOUNT PER CAPITA
	TOTAL	FEDERAL	STATE	LOCAL	OTHER	
Total State	$27,205,771	67,926	2,813,158	22,570,046	1,150,641	6.61
Individual Library Systems						
Allegany	189,815	—	63,353	118,137	8,325	2.27
Anne Arundel	1,536,013	—	238,260	1,236,209	61,544	4.79
Baltimore City	6,980,279*	508,965	724,345	5,603,490	143,479	8.10
Baltimore	5,124,264	—	327,852	4,525,000	271,412	7.88
Carroll	211,656		42,633	153,750	15,273	2.75
Cecil	146,564	—	14,353	90,000	12,211	2.72
Dorchester	97,325	—	20,964	62,125	4,236	3.02
Frederick	234,692	—	34,421	179,641	20,630	2.60
Garrett	69,018	17,966	11,761	34,565	4,726	3.14
Harford	432,768	—	84,557	315,000	33,211	3.38
Howard	428,224	—	30,816	361,200	36,208	5.00
Montgomery	4,213,093	13,500	208,944	3,769,876	220,773	7.26
Prince George's	5,514,825	—	428,716	5,015,716	70,393	7.73
Queen Anne's	73,192	—	8,148	53,802	11,242	3.83
Somerset	44,992	—	17,376	26,791	825	2.42
Takoma Park‡	(77,080)	—	—	(77,080)	—	4.17
Talbot	120,505	25,377	8,856	69,829	16,443	4.90
Washington	402,820	—	67,225	294,350	41,245	3.82
Wicomico	229,654	—	25,018	177,090	27,546	4.07
Worcester	114,290	—	8,856	100,571	4,863	4.65
Regional Library Systems						
Kent-Caroline Public Libraries, Inc.	32,000	—	—	—	32,000	—
Caroline	54,053	—	19,271	32,330	2,452	2.72
Kent	41,100	—	7,590	30,000	3,510	2.48
Southern Maryland Regional Assn.	(112,177)*	20,646	65,830	(25,701*)	—	—
Calvert	77,191	—	13,090	63,201	900*	3.30
Charles	172,657	—	20,664	150,400	1,593	3.01
St. Mary's	161,448	—	52,089	106,973	2,386	3.14
Cooperative Library Services						
Eastern Shore Regional	142,760	—	142,390	—	370	—
Maryland Materials Center	125,391	25,000	—	—	100,391	—
Metropolitan Library Service	55,000*	55,000	—	—	—	—
Western Maryland Regional	103,706	5,472	95,780	—	2,454	—

* Does not include pamphlets, pictures and periodicals.
† Estimated population for Maryland State Department of Health and Mental Hygiene, Center of Health Statisics.
‡ Not State-aided. Monies and population are excluded from totals. Population is that of 1970 census.

OPERATING EXPENDITURES							
TOTAL	SALARIES	MATERIALS	CONTRACT SERVICES	OTHER	NUMBER OF VOLUMES*	CIRCULATION OF MATERIALS	ESTIMATED POPULATION JAN. 1974†
27,039,787	18,004,498	4,512,059	2,071,165	2,452,065	7,560,740	22,797,477	3,473,000
189,101	104,363	39,709	17,996	27,033	100,557	437,343	83,800
1,536,013	1,038,307	319,191	22,194	156,321	449,212	1,701,964	320,500
7,154,189	5,020,785	804,794	1,043,248	285,362	2,278,110	2,696,887	861,700
5,193,870	3,049,425	1,159,766	431,752	552,927	1,174,037	5,368,898	650,500
202,787	108,577	37,059	31,079	26,072	87,422	223,311	76,900
127,973	86,350	18,167	6,742	16,714	83,320	141,937	53,800
97,732	57,087	19,397	16,157	5,091	47,103	116,708	28,900
234,694	166,696	45,033	8,681	14,284	101,203	263,926	90,200
80,788	47,422	16,889	7,436	9,041	44,792	131,221	22,000
435,513	255,969	108,369	28,502	42,673	168,335	685,193	128,000
418,530	226,890	96,111	41,998	53,531	115,512	480,306	85,600
3,978,820	3,029,510	733,780	21,960	193,570	1,114,258	5,260,069	580,400
5,400,460	3,669,877	768,192	221,344	741,047	1,066,961	3,412,966	713,100
64,920	40,843	8,530	6,086	9,461	46,349	88,294	19,100
44,848	27,898	10,123	1,939	4,888	20,926	52,728	18,600
(77,080)	(61,430)	(10,700)	—	(4,950)	40,676	90,369	(18,500)
118,044	71,370	18,351	3,650	24,673	57,187	136,941	24,600
405,117	240,276	68,116	30,444	66,281	191,884	499,653	105,500
226,196	135,163	42,541	16,016	32,476	77,178	262,262	56,500
109,283	72,571	17,665	7,120	11,927	50,064	131,370	24,600
29,624	22,499	54	323	6,748	—	—	—
50,836	16,125	5,426	8,575	20,710	26,165	52,250	19,900
37,997	11,814	4,934	4,227	17,022	21,484	42,041	16,600
120,391	87,609	6,447	9,498	16,837	1,799	—	—
79,060	41,659	10,160	16,745	10,496	27,294	61,098	23,400
165,642	96,964	27,849	25,554	15,275	59,875	218,318	57,400
148,081	87,739	24,835	19,939	15,568	59,304	191,040	51,400
165,582	82,476	58,471	4,087	20,548	30,531	16,573	—
123,058	78,712	2,991	14,440	26,915	—	—	—
—	—	—	—	—	—	—	—
100,638	29,522	39,109	3,433	28,574	19,202	13,791	—

* Does not include funds for State Resource Center operation.
† Income of $25,701 from cooperative library system for shared operating expenses excluded from State total.
‡ Expenditures are reflected in the local operating expenditures.
§ Budget estimate.

Table II
Personnel in Maryland Public Libraries: 1973-1974

Local Unit	TOTAL	FULL-TIME LIBRARIANS	PART-TIME LIBRARIANS	PARA-PROFES-SIONALS	CLERICAL	PAGES	MAINTENANCE
Total State	2,288.4	520	21.9	277.8	1,074.1	184.8	209.8
Allegany	23.0	1.0	—	5.0	11.0	—	6.0
Anne Arundel	137.8	28.0	1.0	21.0	57.0	17.3	13.5
Baltimore City	675.0	170.0	2.0	65.0	313.0	15.0	110.0
Baltimore	394.0	75.0	4.0	62.0	184.0	50.0	19.0
Calvert	7.5	—	—	0.8	5.8	—	1.0
Caroline	3.5	—	—	3.0	—	—	0.5
Carroll	17.5	2.0	0.5	2.5	7.5	4.0	1.0
Cecil	12.5	2.0	—	—	9.0	1.0	0.5
Charles	20.5	—	—	4.0	12.5	2.0	2.0
Dorchester	9.4	1.0	—	—	7.4	1.0	—
Frederick	24.8	3.0	—	4.0	14.0	2.5	1.3
Garrett	9.0	2.0	—	3.2	2.8	0.5	0.5
Harford	39.0	6.0	1.5	11.0	13.0	6.5	1.0
Howard	35.0	3.0	—	7.0	20.0	5.0	—
Kent	2.4	—	—	2.4	—	—	—
Montgomery	301.7	90.0	8.5	44.5	130.5	28.2	—
Prince George's	424.0	114.0	3.0	27.0	191.0	42.0	47.0
Queen Anne's	7.3	1.0	—	2.0	3.0	1.0	0.3
St. Mary's	18.0	—	—	1.0	14.0	2.0	1.0
Somerset	3.1	1.0	—	—	1.6	0.2	0.2
Talbot	10.8	2.0	0.2	2.2	5.8	0.6	—
Washington	33.0	6.0	—	4.5	16.0	4.5	2.0
Wicomico	21.8	4.0	0.6	3.7	11.0	1.5	1.0
Worcester	11.0	1.0	—	—	10.0	—	—
Eastern Shore	9.0	2.0	—	1.0	5.0	—	1.0
Southern Md.	13.2	3.0	0.6	—	9.6	—	—
Western Md.	3.6	1.0	—	—	2.6	—	—
Kent-Caroline	3.0	1.0	—	1.0	1.0	—	—
Md. Materials	18.0	1.0	—	—	16.0	—	1.0

Table III

Public Library Building Data: 1973-1974

PUBLIC LIBRARY SYSTEM	PROJECT COST	GROSS SQ. FT.	CON-STRUCTION COST	CONST. COST SQ. FT.	COST FURNITURE EQUIPMENT	BOOK CAPACITY	READER SEATS
Baltimore County Public Library							
Rosedale Area Branch	$ 904,613	20,457	$ 702,596	$34.35	$ 85,017	100,000	92
Towson Area Branch and Information Center	2,534,087	48,000	1,841,179	38.36	229,408	300,000	170
Cecil County Library							
Elkton Headquarters (addition)	68,000	1,324	63,319	47.82	2,181	3,000	50
Dorchester County Public Library							
Cambridge Headquarters	639,368	17,500	560,152	32.01	52,216	50,000	70
Montgomery County Department of Public Libraries							
Damascus Branch	Lease	5,000	N/A	N/A	N/A	25,000	10
Potomac Branch	Lease	3,000	N/A	N/A	N/A	10,000	15
Washington County Free Library							
Boonsboro Public Library (remodeled)	22,125	2,250	9,043	4.02	4,233	8,000	14

Table IV

School Media Centers in Maryland Public Schools: 1973-1974

Local Unit	TOTAL SCHOOLS		SCHOOLS WITH MEDIA CENTERS				TOTAL
	NUMBER	ENROLLMENT	NO.	PERCENT*	ENROLLMENT**	PERCENT***	
Total State	1,337	911,097	1,298	97.1	907,451	99.6	11,559,555
Allegany	36	16,988	33	91.7	16,220	95.5	198,384
Anne Arundel	99	78,172	98	99.0	78,115	99.9	922,944
Baltimore City	206	182,733	204	99.0	182,287	99.8	1,752,738
Baltimore	160	128,700	156	97.5	128,607	99.9	1,790,463
Calvert	11	6,530	8	72.7	6,477	99.2	75,567
Caroline	10	5,296	9	90.0	5,266	99.4	61,210
Carroll	28	18,442	27	96.4	18,442	100.0	221,457
Cecil	25	13,513	25	100.0	13,513	100.0	177,552
Charles	26	16,358	26	100.0	16,358	100.0	197,622
Dorchester	23	6,300	16	69.6	5,892	93.5	97,177
Frederick	34	21,922	33	97.1	21,751	99.2	304,743
Garrett	17	5,783	17	100.0	5,783	100.0	77,228
Harford	37	33,163	36	97.3	33,163	100.0	435,623
Howard	41	21,977	41	100.0	21,977	100.0	324,282
Kent	8	3,815	8	100.0	3,815	100.0	52,299
Montgomery	198	126,177	198	100.0	126,177	100.0	1,993,698
Prince George's	233	154,496	231	99.1	154,352	99.9	1,964,349
Queen Anne's	11	4,651	11	100.0	4,651	100.0	68,658
St. Mary's	23	12,027	23	100.0	12,027	100.0	166,561
Somerset	16	4,421	9	56.3	3,536	80.0	54,678
Talbot	13	4,950	12	92.3	4,950	100.0	79,568
Washington	44	23,847	42	95.5	23,364	98.0	246,194
Wicomico	24	14,224	23	95.8	14,151	99.5	199,710
Worcester	14	6,612	12	85.7	6,577	99.5	94,850

* Percent of total number of schools.
** Reflects some Vocational-Technical and Special Schools without enrollments.
*** Percent of total enrollment.

NUMBER OF MATERIALS			PERSONNEL	
BOOKS	PERIODICALS	NONPRINT	NO. OF PROF. STAFF	NO. OF AIDES
9,136,911	50,252	2,372,392	1,180.4	729.1
162,488	697	35,199	18.4	4.1
708,107	4,411	210,426	85.0	55.9
1,511,188	3,304	238,246	182.6	103.0
1,382,351	5,992	402,120	196.0	71.3
59,304	507	15,756	9.0	6.6
51,966	293	8,951	8.5	5.0
179,277	893	41,287	23.0	6.0
144,263	889	32,400	13.9	3.5
151,857	1,320	44,445	20.0	6.8
80,617	698	15,862	9.5	9.0
237,863	1,392	65,488	31.8	14.4
65,493	263	11,472	3.0	2.0
346,012	2,476	87,135	40.2	38.5
276,821	1,833	45,628	45.0	22.0
43,609	314	8,376	5.2	2.5
1,555,888	11,722	426,088	194.4	253.0
1,463,490	8,480	492,379	186.5	68.6
50,643	268	17,747	22.0	20.0
123,874	791	43,896	23.9	2.0
47,184	438	7,056	4.0	1.0
56,445	580	22,543	6.0	8.0
209,077	1,315	35,802	35.4	.4
161,494	819	37,397	7.0	18.5
67,600	557	26,693	10.0	7.0

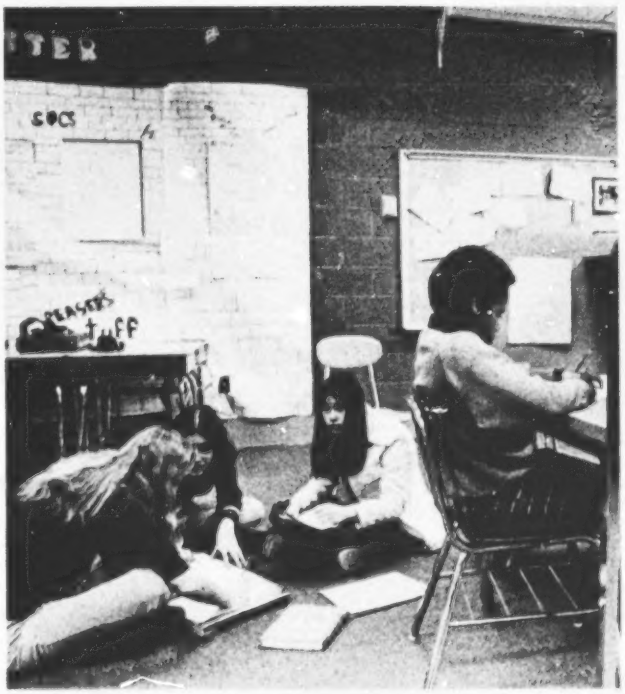

Table V

Distribution of Title II ESEA Maryland Public School Media Centers: 1973-1974

Local Unit	(1) ENROLLMENT 9/30/72	(2) RATIO STATE: LOCAL WEALTH PER PUPIL FY 1973	(3) × 1.25 (2) × $1.25	(4) × Pupils (3) × (1)	(5) Basic Grants	(6) Total (4) + (5)
Total State	920,896	1.000	$1.25	$1,233,304	$235,000	$1,468,304
Allegany	17,273	1.276	1.59	27,464	10,000	37,464
Anne Arundel	77,081	1.226	1.53	117,934	10,000	127,934
Baltimore City	186,600	1.325	1.66	309,756	20,000	329,756
Baltimore	131,969	0.847	1.06	139,887	20,000	159,887
Calvert	6,287	1.359	1.70	10,688	5,000	15,688
Caroline	5,345	1.795	2.24	11,973	5,000	16,973
Carroll	17,947	1.198	1.50	26,921	10,000	36,921
Cecil	12,478	1.409	1.76	21,961	10,000	31,961
Charles	15,674	1.164	1.46	22,884	10,000	32,884
Dorchester	6,373	1.248	1.56	9,942	5,000	14,942
Frederick	21,472	1.056	1.32	28,343	10,000	38,343
Garrett	5,794	1.448	1.81	10,487	5,000	15,487
Harford	32,418	1.322	1.65	53,490	10,000	63,490
Howard	20,429	0.877	1.10	22,472	10,000	32,472
Kent	3,880	1.039	1.30	5,044	5,000	10,044
Montgomery	126,912	0.635	0.79	100,260	20,000	120,260
Prince George's	161,965	0.995	1.24	200,837	20,000	220,837
Queen Anne's	4,717	1.117	1.40	6,604	5,000	11,604
St. Mary's	11,792	1.802	2.25	26,532	10,000	36,532
Somerset	4,508	1.767	2.21	9,963	5,000	14,963
Talbot	4,591	0.754	0.94	4,692	5,000	9,692
Washington	24,016	1.218	1.52	36,504	10,000	46,504
Wicomico	14,386	1.222	1.53	22,011	10,000	32,011
Worcester	6,589	0.804	1.01	6,655	5,000	11,655

Column (2) represents the general economic resources of a school district in relation to the general economic resources of the State.

Column (3) represents the per pupil amount times the county's ratio figure.

Under 2,000 — 25¢ per pupil
2,000 to 10,000 — $ 5,000
10,000 to 99,000 — $10,000.00
100,000 plus — $20,000.00

Table VI

ESEA II FY '73 Supplemental Funds — Distribution by Local Education Agencies*

Local Unit	TOTAL	READING	RDG./ COMBINATION PRIORITY	CAREER	ETHNIC & CULTURAL	EARLY CHILDHOOD	MISC.
Total State	$197,642.00	$44,231.90	$43,157.54	$62,591.91	$11,429.10	$13,889.52	$31,342.03
Allegany	4,596.69	4,596.69					
Anne Arundel	14,674.06			14,674.06			
Baltimore City	39,779.10			8,500.00	6,279.10	10,000.00	15,000.00
Baltimore	19,624.35	6,574.35		11,500.00	1,550.00		
Calvert	1,944.76			1,944.76			
Caroline	1,944.76		1,444.76				500.00
Carroll	4,243.10		1,243.10				3,000.00
Cecil	3,712.71	3,712.71					
Charles	4,243.10		4,243.10				
Dorchester	1,767.97	1,767.97					
Frederick	4,419.90	4,419.90					
Garrett	1,767.97						1,767.97
Harford	7,425.43	7,425.43					
Howard	3,889.52					3,889.52	
Kent	1,237.57	1,237.57					
Montgomery	14,674.06				3,600.00		11,074.06
Prince George's	27,226.58		27,226.58				
Queen Anne's	1,414.37	1,414.37					
St. Mary's	4,419.90	4,419.90					
Somerset	1,767.97	1,767.97					
Talbot	1,237.57			1,237.57			
Washington	5,480.67	5,480.67					
Wicomico	24,735.52			24,735.52			
Worcester	1,414.37	1,414.37					

* Impounded 1973 funds released in 1974.

Table VII

Allocation of Federal Funds for Title III National Defense Education Act Maryland Public Schools 1973-74

Local Unit	TOTAL ALLOCATION	LOCAL FUNDS	FEDERAL FUNDS
Total State	928,876	464,438	464,438
Allegany	20,634	10,317	10,317
Anne Arundel	85,492	42,746	42,746
Baltimore City	243,348	121,674	121,674
Baltimore	101,636	50,818	50,818
Calvert	8,056	4,028	4,028
Caroline	8,648	4,324	4,324
Carroll	20,252	10,126	10,126
Cecil	18,248	9,124	9,124
Charles	22,218	11,109	11,109
Dorchester	6,950	3,475	3,475
Frederick	22,198	11,099	11,099
Garrett	7,764	3,882	3,882
Harford	40,660	20,330	20,330
Howard	17,066	8,533	8,533
Kent	3,668	1,834	1,834
Montgomery	75,610	37,805	37,805
Prince George's	144,188	72,094	72,094
Queen Anne's	4,542	2,271	2,271
St. Mary's	19,172	9,586	9,586
Somerset	7,350	3,675	3,675
Talbot	3,312	1,656	1,656
Washington	27,616	13,808	13,808
Wicomico	15,946	7,973	7,973
Worcester	4,302	2,151	2,151

Maryland State Department of Education
A&F — State Aid Unit — 2/74

Table VIII

Statistics of the State Library for the Physically Handicapped FY '74

	1974
Registered Borrowers	8,800
Circulation:	154,500
Talking Books (including periodicals)	134,300
Braille Volumes	500
Large Print Books	9,400
Reel Tapes	1,500
Cassette Books	8,800
Deposit Collections	295

Table IX

Statistics of the State Media Services Center FY '74

	1974
Patrons of the Center	6,723
Circulation: (Total)	9,310
Print (Total)	6,755
Books	1,710
Periodicals	4,014
Pamphlets	234
Curriculum Guides	797
Nonprint (Total)	2,555
Film	1,902
Filmstrips	351
Disc/Tape Slides	296
Microfiche	117
Reference Services:	
Inquiries	280
ERIC Users	117

Members of the Maryland State Board of Education

President		
Richard Schifter	Bethesda	1979
Vice President		
William G. Sykes	Baltimore	1981
Mary Elizabeth Ellis	Salisbury	1981
William M. Goldsborough	Oakland	1979
Joanne T. Goldsmith	District Heights	1980
Albertine Thomas Lancaster	California	1981
Lawrence Miller	Baltimore	1977
Ellen O. Moyer	Annapolis	1977
Charles E. Thompson	Baltimore	1981

Secretary-Treasurer of the Board
State Superintendent of Schools
James A. Sensenbaugh

Assistant State Superintendent for Libraries
Nettie B. Taylor

Mailing Address: P.O. Box 8717, B.W.I. Airport
Baltimore, Maryland 21240

Staff of the Division of Library Development and Services

(July 1973 - June 1974)

Assistant State Superintendent for Libraries
Nettie B. Taylor

Specialist — William A. Streamer, Jr.
(Library Information and Reports)

Interlibrary Cooperation and Planning
Vacant

Office of Public Library Services
Assistant Director — Stella M. Loeffler

Specialists
- Lance C. Finney
  (Library Planning and Facilities)
- Mary L. Eidleman
  (Library Information and Referral Services)
- Elliot L. Shelkrot (Community Services)
- H. Thomas Walker (Adult Services)
- Vacant (Regional Services)

Institutional Library Services
Specialist — James C. Partridge, Jr.

Library for the Physically Handicapped

Specialists
- Alvin E. Miller
- James Murray

Office of School Media Services
Assistant Director — David R. Bender

Specialists
- Naomi Butler (Federal Programs)
- Rosa Presberry (Federal Programs)
- James L. Smith (Educational Technology)
- Estelle B. Williamson (Field Services)

State Media Services Center
Librarian — Elsie H. Leonard
Associate Librarian — Eleanor K. Hocker
Assistant — Margaret J. Smith
Audio-Visual Technician — Steve Liebowitz